

Veterans Benefit Specialist REQUEST FOR QUALIFICATIONS

Qualifications due Tuesday, March 2, 2010 prior to 4:00 pm

Lewis County is seeking a qualified individual to provide assistance for eligible Lewis County veterans and their dependents using the Veterans Relief Fund.

Part I

Background:

The Lewis County **Veterans Relief Fund** provides emergency relief and other services to the County's indigent veterans. This fund is established under RCW 73.08 (Revised Code of Washington).

The **Veterans Advisory Board** is made up of members from nationally recognized veteran's organizations in Lewis County and veterans from the community at large. The Veterans Advisory Board functions as an advisory board to the Lewis County Board of County Commissioners providing policy and procedural guidance for the administration of the Veterans Relief Fund.

Objective:

The principal function of this position is to assist indigent veterans and/or their dependents in obtaining information, determining eligibility, and applying for services and benefits to which they are qualified. Qualifications of each veteran will be determined by the Veterans Benefit Specialist through review of discharge papers, proof of income, personal interview and any other requirements as described in the RCW's or WAC's. The Veteran's Relief Fund is an emergency fund and shall be used to help qualified veterans during an emergency situation as determined by meeting specified eligibility requirements.

Scope of Work:

See Scope of Work – Attachment A

The purpose of this Request for Qualifications is to select an individual who will provide services through the Veterans Relief Fund to veterans whose income is at or below 150% of the national poverty level. Services may include information in the following but are not limited to:

- Medical
- Housing
- Utilities
- Training
- Burial benefits
- Veterans Emergency Relief Funds

Time Frame:

The following dates are the intended timeline:

Advertise in local papers	February 24, and 27, 2010
Qualifications due	March 2, by 4:00 pm
Interviews	March 8, 2010
Selection Committee recommendation	March 11, 2010
BOCC Resolution	March 15, 2010
Anticipated Selected Applicant's first day	March 22, 2010

Note: Lewis County reserves the right to modify the schedule as circumstances may warrant.

Project Funding:

The County will provide sufficient funding for the operation of the program. The funding is through the Lewis County Veterans Relief Fund, and the funding source is specific tax collected from real property tax as mandated by RCW 73.08.080.

Place of Performance:

The office space will be located at the Lewis County Public Health Building, 360 NW North Street, Chehalis, WA and will be open to the public not less than 80 hours per month during normal business hours.

Period of Performance:

A Service Provider contract awarded as a result of this RFQ will be for two years and is intended to begin on March 22, 2010. Lewis County reserves the right to renew the contract from this RFP with the same terms and conditions.

Compensation:

This position will be contracted with Lewis County and compensated at \$1,000.00 per month for 80 hours plus mileage. Mileage reimbursement will be determined by the most current Lewis County Resolution. Qualifying mileage will include traveling from the Public Health Department to Morton Outreach (located at Morton PUD), any required outreach sites, and approved/required trainings.

Part II:

Qualification Format and Requirements:

Sealed Qualifications must be received with the following items in order to be considered:

Cover Sheet: See Cover Sheet – Attachment B. This must be completed and submitted with your Letter of Interest and Resume.

Letter of Interest: Introduce yourself and demonstrate your understanding of the nature of the position. All items submitted in your Qualification must be typed on 8.5 x 11 paper.

Resume: Include a resume listing your qualifications and experience including the following requirements:

- Be a US Veteran with an Honorable Discharge
- Possess a high school diploma or GED equivalent
- Possess a valid driver's license
- Have own means of reliable transportation
- Maintain proof of vehicle insurance
- Must be a Certified Veteran's Service Officer or complete the training program conducted by Veterans Affairs within one year to obtain such certification
- Broad working knowledge of services in and around Lewis County
- Demonstrate knowledge and advocacy of veteran issues
- Proficient in Word, Excel and Outlook programs and be familiar with entering data in database programs

Copy of DD214: You must include this proof of Honorable Discharge.

Submittal Address:

Lewis County Public Health Department
Attn: Sandi Andrus
360 NW North Street
Chehalis, WA 98532

For e-mail submission: Sandra.Andrus@lewiscountywa.gov

Qualifications are due in the office no later than Tuesday, March 2, 2010, 4:00 pm. Qualifications must be submitted by mail, e-mail, or hand delivered; those submitted by any other means will not be accepted. Qualifications submitted after the deadline date and time will not be accepted.

Communications with Lewis County:

Any questions regarding the submittal process and/or aspects of the Request for Qualifications may be made via e-mail to Sandi Andrus at Sandra.Andrus@lewiscountywa.gov or by phone at

360-740-1148.

Evaluation Process:

A review panel will review Qualifications and recommend finalists for interviews. A review team will interview finalists the last week of February.

Lewis County reaffirms its right to make any selection it deems prudent and such selection is not subject to protest or appeal. The successful individual will perform duties as agreed upon in the final negotiated Scope of Work.

VETERANS BENEFIT SPECIALIST

Scope of Work – Attachment A

NATURE OF WORK:

Assist veterans and their dependents in obtaining information, determining eligibility and applying for services and benefits to which they are qualified.

DUTIES AND RESPONSIBILITIES:

Interviews veterans, dependents and beneficiaries on rights, privileges and benefits provided under the existing laws.

Provides information, advice and guidance to veterans and their dependents concerning medical, housing, utilities, training and burial benefits and any other veteran-related benefit to which they may be qualified.

Explains and advises laws, rules and regulations pertaining to veteran-related benefits.

Refers clients to appropriate community service, local, state or federal agencies for veteran-related benefits.

Advises veterans and their surviving dependents in obtaining and presenting evidence to establish qualification to veteran's benefits.

Maintains records and prepares periodic and special reports.

Provides aid to veterans in Eastern Lewis County by conducting outreach appointments in Morton on a monthly basis.

Occasionally conducts group orientation to explain rights, privileges and eligibility under both Federal and State laws.

May provide a qualified veteran or dependent with emergency aid if there are no available programs or assistance from qualified veterans' resources.

Attends meetings and provides monthly reports to the Lewis County Veterans Advisory Board.

EMPLOYMENT STANDARDS:

Must possess a High School diploma or GED equivalent and be eligible to work in the United States. Must possess a valid driver's license and have own means of reliable transportation for business purposes with proof of vehicle insurance. A successful passing of criminal background check will be required.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Knowledge of:

- Benefits, services and programs available to veterans, surviving spouses and dependents.
- Applicable laws, rules and regulations, Revised Code of Washington (RCW) and Washington Administrative Code (WAC) pertaining to veterans' benefits including but not limited to:
 - RCW 10.101.010 Definitions
 - RCW 41.04.005 "Veteran" defined for certain purposes
 - RCW 41.04.007 "Veteran" defined for certain purposes
 - RCW 43.180.250 Veteran homeownership down payment assistance Program – Rules
 - RCW 72.36 Soldiers' and veterans' homes and veterans' cemetery
 - RCW 73.08.005 Definitions
 - RCW 73.08.010 County veterans' assistance programs for indigent veterans and families – Requirements
 - RCW 73.08.035 Veterans' advisory boards
 - RCW 73.08.070 County burial of indigent deceased veterans
 - RCW 73.08.080 Tax levy authorized
 - WAC 296-150M-0322 Data requirements for the identification of indigent persons
 - WAC 388-450-0015 What types of income does the department not use to figure out my benefits?
 - WAC 484-20-040 Eligibility – Indigency
- State, federal and community organizations available to provide services to veterans and their dependents.
- Office administrative principles and practices, including filing, record keeping and the operation of standard office equipment.
- Business arithmetic, including percentages, decimals, fractions and proportions.
- Customer service and public relations methods and practices.

Skills in:

- Reading, understanding, interpreting and applying relevant County, State and Federal statutes, codes, rules and regulations.
- Maintaining accurate files and records, and preparing reports.
- Operating a personal computer using standard and specialized software.
- Exercising sound independent judgment within established guidelines.
- Effective verbal and written communication including interpreting, explaining and applying complex rules and policies to a variety of people, backgrounds and cultures including distraught claimants.

Request for Qualifications Veterans Benefit Specialist

Attachment B - Cover Sheet

Name: _____

Address: _____ County: _____

City: _____ Zip: _____

Phone: _____ Email: _____

*Are you an honorably discharged veteran of the United States Armed Forces?

☐ Yes (*if yes, please attach copy of your DD214*) ☐ No (*if no, you are not qualified for this position*)

*Are you available to work 80 hours per month during normal work hours (Monday thru Friday, 8:00 am to 5:00 pm)?

☐ Yes ☐ No

*Are you familiar with RCW 73.08 and other Codes regarding Veterans?

☐ Yes ☐ No

I am including the following items in my Qualifications packet: Letter of Interest, Resume outlining my required qualifications, and my DD214.

I certify that to the best of my knowledge, the information contained in this Qualification is accurate and complete.

Signature

Date

Office Use Only

Received: _____

By: _____

Score: _____ Recommendation: _____